

# ADMINISTRATIVE RESOURCE CENTER

—

## ACCOUNTING OPERATIONS BRANCH INVOICE REVIEW POLICY

### I. The Invoice

When invoices are received by an accounting technician, they take priority over all other responsibilities the tech might have. The first review step a tech must take is to make sure that the invoice includes the following:

According to 5 CFR Part 1315 of the Prompt Pay Act

- Name of contractor
- Invoice date
- Purchase order number or Requisition number
- Description, price and quantity of property or services ordered.
- Shipping and payment terms
- Vendor invoice number
- Name, title, telephone number and complete mailing address to whom the payment is being sent

### II. The Purchase Order

Once the invoice is received, its total balance, time period, and description and quantity of goods or services invoiced must be checked against the appropriate purchase order so as to determine if the invoice is proper for payment.

### III. The Obligation

Also, before the invoice and approval sheet are sent to the Contracting Officer Technical Representative (COTR), the tech must check the obligation the invoice refers to to check the following:

- The invoice refers to the proper obligation
- The obligation it refers to has sufficient funds remaining in its balance
- The services provided fall into the time period stated on the obligation.

If the obligation does not have sufficient funds or has expired, the tech should contact the COTR so that arrangements can be made to add the funds required to the obligation.